

## SPECIAL PERMITS – COMPLETENESS REVIEW

### FOR RENEWAL APPLICATIONS

(Revised as of March 07, 2011)

	<b>REQUIREMENT FOR RENEWAL APPLICATIONS</b>	<b>Details Needed</b>	<b>Provided</b>
107.109(a)	Each application for renewal of an exemption or special permit or party status to an exemption or special permit must:		
(a)(1)	Be submitted in duplicate to: Associate Administrator for Hazardous Materials Safety		
(a)(2)	Identify by number the exemption or special permit for which renewal is requested;	SP Number	
(a)(3)	State the name, street and mailing addresses, e-mail address optional, and telephone number of the applicant; if the applicant is not an individual, state the name, street and mailing addresses, e-mail address (if available) and telephone number of an individual designated as an agent of the applicant for all purposes related to the application;  <b><u>Also includes this information for all known locations from which materials would be shipped.</u></b>	Name Street Address Mailing Address E-Mail Address Phone Number Agent Name Street Address Mailing Address E-Mail Address Phone Number CEO or President Name Dunn and Braddstreet #	
(a)(4)	The application must include either a certification by the applicant that the original application, as it may have been updated by any application for renewal, remains accurate ( <b><u>e.g., all section references, shipping descriptions, etc.</u></b> ) and complete; or include an amendment to the previously submitted application as is necessary to update and ensure the accuracy and completeness of the application, with certification by the applicant that the application as amended is accurate and complete.	Certification	
(a)(5)	Include a statement describing all relevant shipping and incident experience of which the applicant is aware in connection with the exemption or special permit since its issuance or most recent renewal. If the applicant is aware of no incidents, the applicant shall so certify. When known to the applicant, the statement should indicate the approximate number of shipments made or packages shipped, as the case may be, and number of shipments or packages involved in any loss of contents, including loss by venting other than as authorized in subchapter C.	Shipping Experience Incident History Number of Shipments  Number of Shipments with loss of Contents	



(a)(6)	When a Class 1 material is forbidden for transportation by aircraft, except under an exemption or special permit (see Columns 9A and 9B in the table in 49 CFR 172.101), an application to renew an exemption or special permit to transport such Class 1 material on passenger-carrying or cargo-only aircraft with a maximum certificated takeoff weight of less than 12,500 pounds must certify that no person within the categories listed in 18 U.S.C. 842(i) will participate in the transportation of the Class 1 material.	Certification Yes/No	
(a)(7)	If the renewal is requested after the expiration date of the special permit, the following information is required:  (i) The reason the special permit authorization was allowed to expire;  (ii) A certification statement that no shipments were transported after the expiration date of the special permit, or a statement describing any transportation under the terms of the special permit after the expiration date, if applicable; and  (iii) A statement describing the action(s) the applicant will take to ensure future renewal is requested before the expiration date.	Yes/No  Reason (if yes)  Number of Shipments  Actions to prevent future occurrence	
(a)(8)	If no operations or shipments have been made since the issuance or renewal of the special permit, the applicant must provide specific justification as to why the special permit should be renewed.	Justification if not used	
(b)	If at least 60 days before an existing exemption or special permit expires the holder files an application for renewal that is complete and conforms to the requirements of this section, the exemption will not expire until final administrative action on the application for renewal has been taken.	Timely Filing: Yes/No	